

**MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION**

7:00 P.M.

DECEMBER 10, 2013

ATTENDING: Mayor Kendall Spence
Council Members: David Cleveland, Sandy Coughlin, Mark Phillips and John Barnes.
Finance Officer – Cheryl Bennett
Village Clerk/Tax Collector – Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor Kendall Spence called the Village of Lake Park December Regular Session Council Meeting to order.

PLEDGE OF ALLEGIANCE: Mayor Kendall Spence led the Pledge of Allegiance.

APPROVAL OF MINUTES: Sandy Coughlin made the motion to approve the November 12, 2013 Regular Session Council Meeting minutes. David Cleveland seconded the motion. Vote – Unanimous.

PUBLIC COMMENT: Nobody signed up for Public Comment.

CHANGES TO THE AGENDA: Sandy Coughlin made the motion to adopt the agenda as presented. Mark Phillips seconded the motion. Vote – Unanimous.

SECURITY REPORT: There were 9 alarm calls during the month of November. There were a total of 85 calls in Lake Park during the month of November. There were 6 - 911 hang ups or misdials, 9 improperly parked vehicles, 2 property damage vandalism mischief calls, 7 animal lost stray unwanted or bites, 1 trespassing calls and 7 traffic stops.

Mayor Kendall Spence asked Attorney Ken Swain about a resident that has been issued close to \$700 in parking citations. As of today none of the citations have been paid nor has the behavior stopped. Mayor Kendall Spence and Deputy Haywood went to see the resident; however, several citations have been issued since the visit. Attorney Ken Swain suggested that Cheri Clark take the citations to Small Claims Court or the Village consider modifying the Parking Ordinance and purchasing wheel locks. Attorney Ken Swain will look at the City of Monroe's Parking Ordinance.

OATHS OF OFFICE: Mayor Kendall Spence was sworn in as Mayor of the Village of Lake Park. David Cleveland, Sandy Coughlin and Fabian Szarko were sworn in as Council Members for the Village of Lake Park.

NOMINATION AND ELECTION OF MAYOR PRO TEM: Mayor Kendall Spence requested nominations for the Mayor Pro Tem position. Sandy Coughlin nominated David Cleveland. There were no other nominations. Mayor Kendall Spence called for a vote. Vote – Unanimous.

OATH OF OFFICE OF MAYOR PRO TEM: David Cleveland was sworn in as the Mayor Pro Tem.

COUNCIL DUTIES: Mayor Kendall Spence discussed each Councilperson’s responsibilities.

Kendall Spence - Mayor

Security - Sheriff Liaison
Powell Bill Management - Streets, Roads, and Sidewalks
Monroe Bypass and NCDOT Issues

John Barnes - Council

Public Lighting
Clock Tower
Waterfowl

Sandy Coughlin – Council

Waste Collection
Economic Development
Communications – Newsletter

David Cleveland - Council

Parks and Recreation - Chairman
Landscaping
Ponds

Mark Phillips - Council

IT - Web Site - Web Master
Planning Board Liaison

Fabian Szarko - Council

Parks and Recreation
Community Events

MUNICIPAL CALENDARS: David Cleveland made the motion to approve the municipal calendars as presented. John Barnes seconded the motion. Vote – Unanimous.

VILLAGE OF LAKE PARK
2014 MUNICIPAL COUNCIL
MEETING SCHEDULE

3801 LAKE PARK ROAD
LAKE PARK, NC

7 P.M.

January 14, 2014 – 7:00 PM

February 11, 2014- 7:00 PM

March 11, 2014 – 7:00 PM

April 8, 2014 – 7:00 PM

May 13, 2014 – 7:00 PM

June 10, 2014 – 7:00 PM

July 8, 2014 – 7:00 PM

August 12, 2014 – 7:00 PM

September 9, 2014 – 7:00 PM

October 14, 2014 – 7:00 PM

November 11, 2014 – 7:00 PM

December 9, 2014 – 7:00 PM

Village of Lake Park

2014 Holiday Closings

New Years Day	Wednesday, January 1, 2014
Martin Luther King's Birthday	Monday, January 20, 2014
Presidents' Day	Monday, February 17, 2014
Good Friday (Easter)	Friday, April 18, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Columbus Day	Monday, October 13, 2014
Veterans Day	Monday, November 10, 2014
Thanksgiving (2days)	Thursday, November 27, 2014 Friday, November 28, 2014
Christmas (3days)	Wednesday, December 24, 2014 Thursday, December 25, 2014 Friday, December 26, 2014

PLANNING BOARD UPDATE: Cheri Clark shared that after a lengthy discussion on Food trucks and street vendors, Planning Board decided not to recommend changes to the Unified Development Ordinance (UDO). Planning Board is requesting that Council call for a Public Hearing on amendments to Articles 2 and 3 of the UDO. The Village of Lake Park Planning Board has recommended approval of the proposed amendments in order to bring the UDO into compliance with recent changes to the North Carolina General Statutes related to the function

and operation of the Board of Adjustment and quasi-judicial procedures in general, as modified by House Bill 276. David Cleveland made the motion to call for the Public Hearing prior to the January 14, 2014 Council meeting. Sandy Coughlin seconded the motion. Vote Unanimous.

FINANCE OFFICER'S MONTHLY REPORT: Cheryl Bennett stated that the VOLP has \$1,191,247 in the bank, 74% of the 2013 Ad valorem taxes and Stormwater has been collected and 43% of motor vehicle has been collected. In December the Village should receive our quarterly State Shared Revenues.

Cheryl Bennett requested a Council motion to refund \$1,315.55 in ad valorem taxes. Sandy Coughlin made a motion to refund the \$1,315.55 in overpayments. John Barnes seconded the motion. Vote – Unanimous.

	<u>Nov 13</u>	<u>Jul - Nov 13</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Property Taxes				
Ad valorem current year	269,091.82	394,634.66	535,510.00	73.69%
Utility ad valorem	0.00	0.00	7,800.00	0.0%
Motor vehicle tax	9,442.00	23,233.38	53,878.00	43.12%
Ad valorem prior years	0.00	0.00	2,000.00	0.0%
Prior years motor vehicle tax	0.00	3,326.79		
Penalties and interest	0.00	405.79	1,202.00	33.76%
Total Property Taxes	278,533.82	421,600.62	600,390.00	70.22%
Other Taxes				
Stormwater Fees- current year	20,470.00	31,705.00	43,130.00	73.51%
Cable franchise-from Time Warne	881.00	881.00	2,800.00	31.46%
Total Other Taxes	21,351.00	32,586.00	45,930.00	70.95%
State Shared Revenues				
Sales and use tax	13,465.31	29,048.01	150,000.00	19.37%
Telecom. Franchise	0.00	509.00	2,400.00	21.21%
Elec. franchise tax	0.00	-331.98	70,000.00	-0.47%
Video Prog. (Cable from State)	0.00	168.57	20,850.00	0.81%
Piped Gas	0.00	410.00	8,500.00	4.82%
Solid Waste Disposal Tax	550.85	868.90	2,400.00	36.2%
Total State Shared Revenues	14,016.16	30,672.50	254,150.00	12.07%
Parks & Recreation Revenue				
Program Fees	55.00	707.25	1,700.00	41.6%
Facility Rentals	590.00	2,955.00	3,000.00	98.5%

Daily swim fees	0.00	4,906.00	8,000.00	61.33%
Season pass pool fees	<u>0.00</u>	<u>780.00</u>	<u>48,000.00</u>	<u>1.63%</u>
Total Parks & Recreation Revenue	645.00	9,348.25	60,700.00	15.4%
Other revenues				
Commercial Waste Coll. Extras	0.00	300.00	1,800.00	16.67%
Approp. Fund Balance	0.00	0.00	92,461.00	0.0%
Civil Penalties	10.00	40.00	600.00	6.67%
Investment revenue	0.00	169.78	9,000.00	1.89%
Miscellaneous	<u>25.00</u>	<u>185.00</u>	<u>1,000.00</u>	<u>18.5%</u>
Total Other revenues	<u>35.00</u>	<u>694.78</u>	<u>104,861.00</u>	<u>0.66%</u>
Total Income	<u>314,580.98</u>	<u>494,902.15</u>	<u>1,066,031.00</u>	<u>46.43%</u>
Gross Profit	<u>314,580.98</u>	<u>494,902.15</u>	<u>1,066,031.00</u>	<u>46.43%</u>

Expense

General Government

Other Expenditures

Economic Development	225.36	568.28	5,000.00	11.37%
Contingency	0.00	0.00	10,000.00	0.0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	175.00	1,100.00	15.91%
Prof. Fees - Engineering	0.00	122.50	10,000.00	1.23%
Repairs & Maint. Services	480.00	3,371.93	28,930.00	11.66%
Cap.Outlay- Pet Waste Stations	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.0%</u>
Total Stormwater Expense	<u>480.00</u>	<u>3,669.43</u>	<u>43,130.00</u>	<u>8.51%</u>
Total Other Expenditures	705.36	4,237.71	58,130.00	7.29%

Planning and Zoning

Zoning Admin. Services	900.00	4,500.00	10,000.00	45.0%
Code Enforcement Services	0.00	0.00	10,000.00	0.0%
Consulting Fees	0.00	0.00	2,000.00	0.0%
Legal Services	0.00	0.00	3,500.00	0.0%
Advertising	0.00	0.00	200.00	0.0%
Postage	0.00	8.15	300.00	2.72%
Supplies	12.00	345.93	1,000.00	34.59%
Training	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>
Total Planning and Zoning	912.00	4,854.08	27,500.00	17.65%

Gen. Govt. Personal Services

Adm Assistant	0.00	430.00	500.00	86.0%
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Clerk/Tax Collector	4,850.00	24,250.00	58,200.00	41.67%
Council	0.00	2,788.33	11,950.00	23.33%
Finance Officer	1,256.67	6,283.35	15,080.00	41.67%
Mayor	0.00	1,085.00	4,340.00	25.0%
Payroll Expenses	<u>536.02</u>	<u>3,051.27</u>	<u>6,835.00</u>	<u>44.64%</u>
Total Gen. Govt. Personal Services	6,642.69	37,887.95	96,905.00	39.1%
Professional Fees				
Auditing Services	5,000.00	5,000.00	5,000.00	100.0%
Legal Services	<u>0.00</u>	<u>3,227.00</u>	<u>15,000.00</u>	<u>21.51%</u>
Total Professional Fees	5,000.00	8,227.00	20,000.00	41.14%
Supplies and Materials				
Office	<u>509.70</u>	<u>1,104.43</u>	<u>3,300.00</u>	<u>33.47%</u>
Total Supplies and Materials	509.70	1,104.43	3,300.00	33.47%
Services				
Advertising	0.00	0.00	200.00	0.0%
Membership and dues	0.00	3,886.00	4,036.00	96.28%
Bank charges	61.53	356.91	800.00	44.61%
Elections	0.00	0.00	3,710.00	0.0%
Insurance/bonds	0.00	7,641.74	7,650.00	99.89%
Miscellaneous oper. exp.	0.00	0.00	400.00	0.0%
Newsletter/website/flyers	32.99	227.11	750.00	30.28%
Printing & Delivery Newsletter	0.00	440.00	2,600.00	16.92%
Postage	7.12	19.24	500.00	3.85%
Tax collection	0.00	980.66	1,808.00	54.24%
Telephone	240.30	1,237.76	3,000.00	41.26%
Training	0.00	0.00	800.00	0.0%
Travel	<u>85.34</u>	<u>346.72</u>	<u>1,200.00</u>	<u>28.89%</u>
Total Services	427.28	15,136.14	27,454.00	55.13%
Capital Outlay				
Reserve for Capital Replacement	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>
Total Capital Outlay	0.00	0.00	10,000.00	0.0%
Total General Government	14,197.03	71,447.31	243,289.00	29.37%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Janitorial /Cleaning Supplies	0.00	0.00	500.00	0.0%
Food/Provisions - events	48.19	509.94	2,260.00	22.56%

NNO Food/Supplies	0.00	729.82	0.00	100.0%
Pool Supplies	0.00	0.00	3,000.00	0.0%
Total Parks/Rec. Supplies & Materials	48.19	1,239.76	5,760.00	21.52%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	750.00	0.0%
Water/Sewer	768.82	1,584.86	4,400.00	36.02%
Natural Gas	28.38	137.35	1,000.00	13.74%
Comm. center maintenance	527.00	2,014.94	12,400.00	16.25%
Pool management fee	0.00	12,142.50	48,570.00	25.0%
Pool Operations	0.00	264.46	11,100.00	2.38%
Seasonal Decorations	0.00	1,500.00	12,200.00	12.3%
Events Services	0.00	140.00	140.00	100.0%
Total Parks/Rec Services	1,324.20	17,784.11	90,560.00	19.64%
Maintenance of Common Areas				
Landscaping	16,225.00	58,325.00	140,700.00	41.45%
Park maintenance	5,650.00	11,365.30	35,750.00	31.79%
Pond maintenance	1,488.00	6,131.00	43,380.00	14.13%
Electric Maintenance	110.00	3,509.97	5,000.00	70.2%
Repairs of Common Areas	85.00	1,445.64	2,000.00	72.28%
Total Maintenance of Common Areas	23,558.00	80,776.91	226,830.00	35.61%
Parks/Rec Capital Outlay				
Council chambers video system	0.00	0.00	4,000.00	0.0%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0.0%
Benches, Tables etc.	0.00	0.00	4,000.00	0.0%
Security System/Camera System	0.00	0.00	4,000.00	0.0%
Total Parks/Rec Capital Outlay	0.00	0.00	32,000.00	0.0%
Total Parks & Recreation	24,930.39	99,800.78	355,150.00	28.1%
Public Services/Safety				
Electric bills	9,645.07	41,592.90	103,000.00	40.38%
Street Signs	0.00	727.00	2,000.00	36.35%
Waste Collection	16,834.00	66,886.00	203,000.00	32.95%
Law enforcement	0.00	79,796.00	159,592.00	50.0%
Total Public Services/Safety	26,479.07	189,001.90	467,592.00	40.42%
Total Expense	65,606.49	360,249.99	1,066,031.00	33.79%
Net General Fund	248,974.49	134,652.16	0.00	100.0%

Powell Bill Income/Expense**Other Income**

Interest - Powell Funds	0.00	49.45	100.00	49.45%
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Powell Bill Revenue	0.00	47,766.90	90,000.00	53.07%
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Total Other Income	0.00	47,816.35	90,100.00	53.07%
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Other Expense

Street Exp. - Powell Bill	825.00	1,889.00	90,100.00	2.1%
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Total Other Expense	825.00	1,889.00	90,100.00	2.1%
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Net Powell Bill	-825.00	45,927.35	0.00	100.0%
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	<u>248,149.49</u>	<u>180,579.51</u>	<u>0.00</u>	<u>100.0%</u>
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PARK AND RECREATION BUSINESS: David Cleveland discussed the significant vandalism that the Village Christmas decorations have suffered. Mike Wienecke so far has been able to repair all the damage.

The Christmas Tree Lighting Ceremony was this past Sunday, December 8th from 5:30 PM to 6:30 PM in the Gazebo Park. The Salvation Army Brass Band and Faith United Methodist Church participated in the service. The tree was lit by our Home Town Heroes, Greg & Lisa Crosby.

The Invitation to Bid for the Russell Park Pond Restoration project has been completed and has been reviewed by Eagle Engineering. We will send out the Invitation to Bid to prospective contractors next week with a bid deadline of January 17, 2014.

John Barnes and David Cleveland have started marking trees in the common areas that represent conflict with the street lighting. These trees will need to be trimmed or removed to improve the visibility on our streets at night. Once all the trees have been identified, we will ask the Union County Urban Forester to review the marked trees as to whether they should be trimmed or removed. We will then pursue quotes for the trimming and/or removal as needed.

Lucas Landscaping's contract with the Village expires February 28, 2014. There are some minor changes that need to be made to the contract, but Park & Recreation is pleased with the service that Lucas has provided to the Village the past three years, and it is our recommendation to Council that Lucas Landscaping's contract be extended for two more years provided that any adjustments to the contract are within reason. Mark Phillips agreed with David Cleveland. John Barnes stated that Lucas Landscaping has done a good job overall. Sandy Coughlin stated that Lucas Landscaping's working knowledge of the common areas would create quite a learning curve for a new contractor.

There will be no Park & Recreation meeting in December due to the Christmas holiday.

PUBLIC SERVICES (Waste Collection & Street Lighting): Sandy Coughlin shared that she has received four complaints over the last few months. In a couple of situations, the crews were not returning the containers to the correct address or were being rough with the containers.

ECONOMIC DEVELOPMENT: In 2006, Mayor Kendall Spence and Sandy Coughlin were the two founding co-chairs for the Economic Development Commission. Due to recent career changes, Mayor Kendall Spence will no longer be able to serve on the EDC. Christopher Yeager expressed an interest in serving on the EDC this fall. Sandy Coughlin made a motion to appoint Christopher Yeager to the EDC. His term of office will be for three years starting December 2013 to December 2016. David Cleveland seconded the motion. Vote – Unanimous.

COMMUNICATION: The deadline for articles and information for the December newsletter is Friday, December 13th at 5 p.m. Topics to be included: See something/say something, immobilization boots, Council duties, Public Hearing, Hometown Heroes – Greg & Lisa Crosby, recognize people who decorated for Garden Club Christmas Home Tour and Christmas Tree pickup and waste collection days.

COUNCIL COMMENTS: Mark Phillips wished everyone Merry Christmas.

Fabian Szarko shared that he is looking forward to working with Council.

John Barnes, Sandy Coughlin and David Cleveland wished everyone a Merry Christmas and a Happy New Year.

Mayor Kendall Spence thanked everyone for all of their hard work and wished everyone a Merry Christmas.

ADJOURN: John Barnes made the motion to adjourn the meeting. Mark Phillips seconded the motion. Vote – Unanimous.

Respectfully submitted,

Mayor Kendall Spence

Village Clerk, Cheri Clark